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| What Is It? | Who Provides It? | Where Can You Find It? | When Is It Available? | How Do You Ask For It? | How Can You Contact Them? | How Can It Help You? |
| Business Office | Business Office | 2nd Floor, Ikenberry Hall | 8 A.M. to 4:30 P.M.  M-F | Go into the office and ask at front desk. | 304-876-5284 | Pay Balances Due Pick up or Manage Financial Aid Refunds  Set up Tuition Payment Plan |
| Instructor Advice | Your Instructor | Look for the Instructor’s Office on your Syllabus | Instructor’s Office Hours | Arrive during hours listed on syllabus | Phone number or email both on syllabus | Help with course assignments  Advice on career or academic goals |
| Academic Advising | Academic Advising Center | Bottom Floor of the Library | 8 A.M. to 4:30 P.M.  M-F | Schedule appt. by phone or email | 304- 876-5317 | Help with planning out your schedule for the semester or for your entire degree  Help choosing a major |
| Personal Counseling | Counseling Services | Bottom Floor of Gardiner (Front) | 8 A.M. to 4:30 P.M.  M-F | Schedule appt. by phone | 304-876-5161 | Help resolve stress and anxiety Provide a listening ear Help resolve conflicts |
| Financial Aid | Financial Aid | Bottom Floor of Gardiner (Around Back) | 8 A.M. to 4:30 P.M. M, T, R, F  9:30 A.M. to 4:30 W | Go into the office, or call for an appt. | 304-876-5470 | Assist with understanding and managing financial aid funds, such as grants, loans, and other sources of aid.  Help filing FAFSA  Resource for scholarships |
| Organizations and Clubs | RamPulse | Online | All the time | Go to the link | https://tinyurl.com/rampulse | Look up groups and organizations and the events they plan.  See the events on campus any given week. |
| General Information | Info Desk | By phone, or Ram’s Den | 8 A.M. to 4:30 P.M.  M-F | Walk up to the desk, or call | 304-876-5000 | General information about the Shepherd University |
| Housing and Meal Plans | Residence Life | Miller Hall, Bottom Floor | 8 A.M. to 4:30 P.M.  M-F | Go into the office, or call | 304-876-5172 After hours, see this link. https://tinyurl.com/SUResLife | Help with roommates, room assignments, meal plans, or other residential questions |

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| What Is It? | Who Provides It? | Where Can You Find It? | When Is It Available? | How Do You Ask For It? | How Can You Contact Them? | How Can It Help You? |
| Student Health | Health Center | Bottom Floor of Gardiner (Front) | 8 A.M. to 4:30 P.M.  M-F | Go there, or make apt by phone | 304-876-5161 | Care for light injuries or illnesses Certain Vaccines like flu shot |
| National Suicide Prevention Hotline | National Suicide Prevention Hotline | By phone | Whenever you or anyone you know needs it | Call | 1-800-273-8255 | If you or someone you know is struggling with self-destructive thoughts, this line can help by providing a listening ear and good advice |
| Fitness | Wellness Center | Wellness Center | 6 A.M. to 10 P.M. (M-R) 6 A.M. to 9 P.M. (F) 8 A.M. to 8 P.M. (Sa) 10 A.M. to 8 P.M. (Su) | Go and use your rambler card to access | 304-876-5300 | Provide fitness equipment training and nutritional coaching  Wellness classes |
| Disability Services | Disability Support Services | 1st Floor Student Center | 8 A.M. to 4:30 P.M.  M-F | Go into the office | 304-876-5214 | Assist students with disabilities to get needed accommodations for their coursework |
| Career Planning and Placement | Career Services | Bottom Floor of the Library | 8 A.M. to 4:30 P.M.  M-F | Make an appt | 304-876-5317 jobweb@shepherd.edu | Discuss selecting a major, developing résumés and cover letters, interviewing, job search, and applying to graduate school |
| Tutoring | Academic Support Center | Bottom Floor of the Library | 9 A.M. to 9 P.M. M-F, but the main office is open 8 A.M. to 4:30 P.M.  M-F | Go into the office, or use the ASC online to make an appt | 304-876-5221 | One-on-one Tutoring for most number of subjects |